



**Environmental Health & Safety Services**  
**TENT / TEMPORARY STRUCTURE**  
**FIRE SAFETY INSPECTION**

Date of Activity _____ <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
---

Activity:	Name of Sponsoring Organization:
Date of activity:	Name of Tent Rental Company:
Scheduled time of activity:	Name of Onsite Supervisor:
Location of activity:	

*All temporary facilities including tents, stages, and similar structures, which are erected on Virginia Tech property shall be designed, constructed, erected, and used in accordance with the VUSBC and the VSFPC.*

**Tents under 900 sq feet, approved by VTEHSS and/or the State Fire Marshall's office (except for recreational camping tents):**  
**On-site Requirements:**

- At least one multi-purpose (ABC) fire extinguisher with minimum 4-A rating, or two with minimum 2-A rating, for each tent.
- Tent is placed away from all buildings minimum 12 feet.
- Tent is not blocking any means of egress from other structures, sidewalks or emergency fire lanes.
- Cooking/open flames are not permitted. State Code Official's prefer electrical devices or move cooking away from tent area a minimum of 20 feet.

**Tents over 900 sq feet or more than 50 occupants, approved by VTEHSS and/or the State Fire Marshall's office:**

- Tent application (G.S. Form E&B CO-13.3 Tent/Stage) has been submitted and approved by Virginia Department of General Services, Division of Engineering and Buildings (DEB). Miss Utility has been contacted and the locations of utilities are marked. (University Policy 5406)
- Detailed site plan.
- Certificate of flame resistance,
- Detailed floor plan, including furniture and equipment arrangement within the tent or structure indicating egress paths and exits.
- VT map annotating where site is in reference to the campus as a whole.

**On-site Requirements:**

- At least one multi-purpose (ABC) fire extinguisher with minimum 4-A rating, or two with minimum 2-A rating, for each tent.
- Tent is placed away from all buildings minimum 20 feet. (*The State Code Officials will determine all exceptions. If you foresee that this is a problem further explanation may be required, such as: structure of building posing the problem, tent not for assembly purpose, indicate that if tent is moved will obstruct egress or emergency fire lanes, and distance of cooking surfaces from building posing the problem*).
- Tent is not blocking any means of egress from other structures, sidewalks or emergency fire lanes.
- If an air supported tent, all items in the tent are a minimum of 3 feet from the walls of the tent.
- Cooking with open flames and all other unprotected open flames are not permitted. State Code Official's required 20 feet distance between the electrical cooking device and cooking activity away from tent area. Electric warming trays and other warming devices are permitted.
- All tents anchors and structural supports are properly secured.
- Comments:

**Offensive or objectionable activities that create an unsafe condition are prohibited. The Fire Official reserves the right to order the activity to cease in the event that it creates or adds to a hazardous or objectionable situation.**

VPI Fire Safety Representative \_\_\_\_\_ (Approval signature) \_\_\_\_\_ (Date)